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4 March 1957

MEMORANDUM FOR: Chief, FI

SUBJECT: PO Monthly Report for February 1957

1. Cards forwarded to Main Index as result of Projects: 24,450*

2. Total Projects 290

Opened this month 2
Opened prior months 54
Total Open Projects.....56

Closed this month
Closed prior months 234
Total Closed Projects.....234

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.	
CM	1	22.4	
FI	2	2.7	
PP	5	1.2	
PPC	1	.5	
TSS	10	16.4	
IO	12	11.7	
EE	15	39.7**	
FE	54	38.2***	
NEA	2	3.0	
SE	2	.7	
SR	3	.9	
WE	23	17.1****	
WH	3	94.0*****	
Total	133	243.5	248.5

* Field Files - 30.0
** Field Files - 12.2
*** Field Files -12.2
***** FBSUCCMS - 92.0

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b. Records Retired to RI/FI

Division or Staff	Items	Amount in Cu. Ft.	
PP	1	.4	
IO	1	.8	
EE	19	2.1	
FE	82	20.1	
MEA	1	.1	
SE	2	.7	
SR	10	2.3	
WE	38	3.9	
WH	24	3.0	
Total	180	33.4	33.4

c. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
FE	2	1.0	
EE	2	26.6	
Total	4	27.6	27.6
Total Records Retired and Destroyed			309.5

d. Vital Documents

Packages IN.....122
Packages OUT.....89

Microfilm Reels IN.....96
Microfilm Reels OUT.....1

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....2
4 drawer legal size safe.....6
5 drawer legal size file cabinet w/o lock.....7

b. Forms Approved.....4

5. RI/FO Typist, typed 800 cards in 10 hours.

[redacted] 25X1

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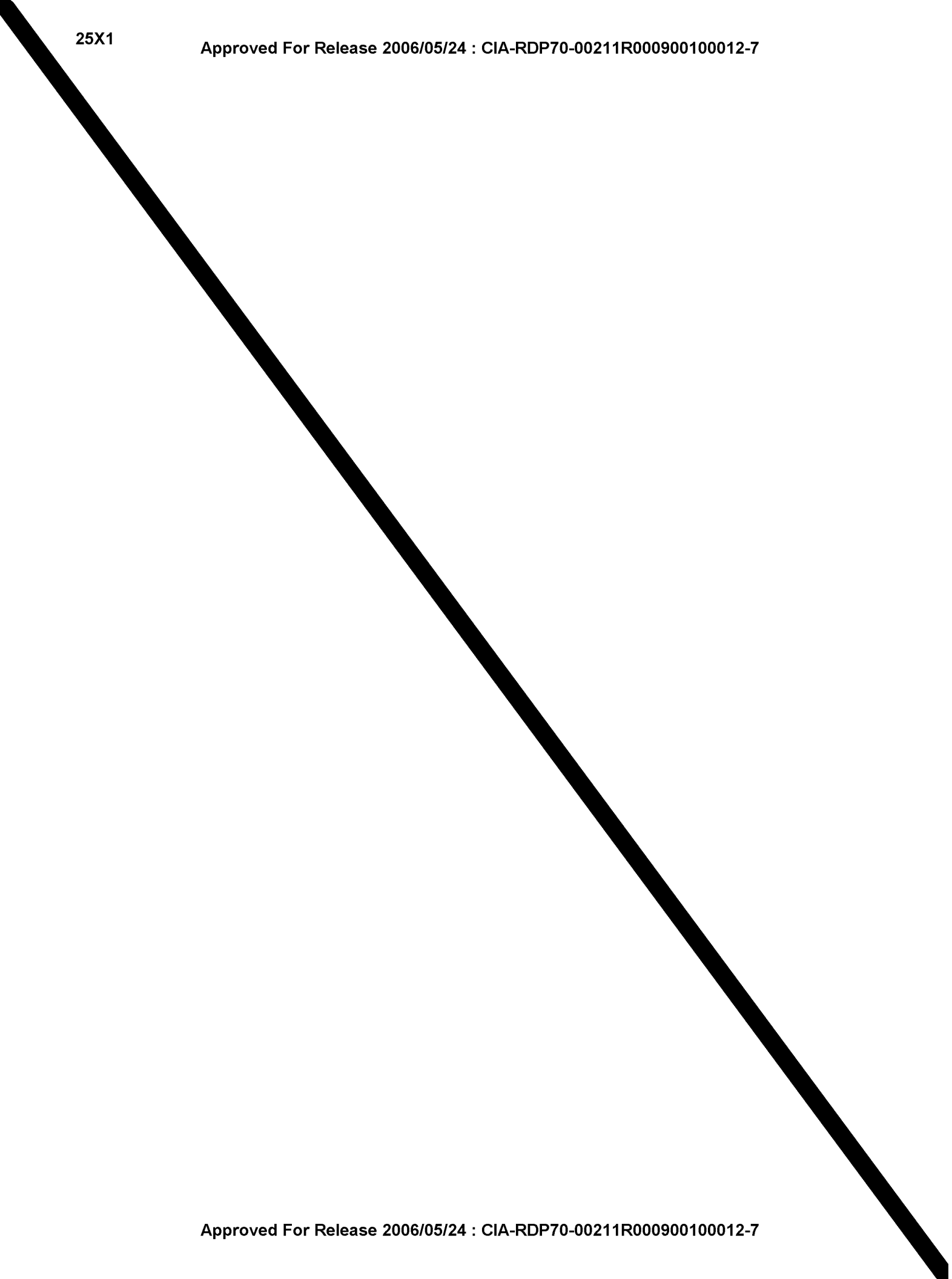

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